



City of Austin - JOB DESCRIPTION



Assistant Director, EGRSO

FLSA:	Executives/2	EEO Category:	(10) Official/Adm
Class Code:	18166	Salary Grade:	E00
Approved:		Last Revised:	July 19, 2010

Purpose:

Under general direction of the Director of Economic Growth and Redevelopment Services Office (EGRSO), is responsible for assisting the Director of EGRSO to plan, direct, manage, and oversee the activities and operations of EGRSO. Directs personnel involved in providing programmatic, financial, and managerial support for the Department. Directs personnel involved in providing programmatic, financial, and managerial support for the Department.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Assist the Director and Deputy Director with ensuring all activities are carried out in compliance with department policy, local and state, and federal regulations and laws governing activities.
2. Assists directing the activities related to the development, implementation and evaluation of initiatives, organizational structure, and daily operations.
3. Assists the Director and Deputy Director with overseeing activities designed to enhance organizational health and welfare of employees to include safety and employee health activities, reward and recognition activities, etc.
4. Assists the Director and Deputy Director with reviewing agendas, reports, and policy statements for presentation to boards and commissions and the Austin City Council.
5. Assists the Director and Deputy Director with analyzing fiscal impact of proposed policies and programs and recommends options to the Department Director and Deputy Director.
6. Oversees the development of performance measures and reporting systems and utilizes to establish accountability, determine progress, evaluate alternatives, assess productivity and obtain agreement on expectations in order to achieve required Department/Division business results.
7. Delegates activities, responsibilities, and authority, as necessary and desirable, to division staff while retaining overall responsibility and accountability for performance.
8. Ensures that responsibilities, authority, and accountability of all direct subordinates and unit supervisors are defined and understood.
9. Develops excellent working relationships with key staff, division and departmental employees, other governmental organizations, and with external services, such as consultants, legal counsel, boards and commissions, and the Austin City Council.
10. Maintains an up-to-date knowledge of trends and practices in the areas of Small Business Development and Cultural Arts management.
11. Informs the Department Director and Deputy Director about current trends, problems and activities in these areas to facilitate decision making.
12. Represents Department Director and/or Deputy Director at City Council Meetings, Boards and Commissions, and Community events as directed.

Responsibilities - Supervisor and/or Leadership Exercised:

- evaluation, counseling and recommendation for dismissal.
- Evaluate job performance.
- Manage division/section activities.
- Monitor departmental budget expenditures.
- Develop and revise operating procedures.
- Review work for accuracy and completeness.
- Assign job duties and monitor task completion.
- Recommend personnel actions, i.e., promotions, transfers, hires, fires, etc.
- Prioritize projects and work activities.
- Resolve work-related problems for subordinates.

Knowledge, Skills, and Abilities:

- Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.
- Knowledge of public policy development and analysis.
- Skill in preparing and analyzing budgets, reports and studies.
- Skill in communicating effectively both orally and in writing.
- Skill in handling multiple tasks and prioritizing.
- Skill in using computers and related software applications.
- Skill in data analysis and problem solving.
- Skill in evaluating bids and making recommendations.

Ability to plan strategically.
Ability to plan and schedule operations.

Minimum Qualifications:

Bachelor's degree in Business Administration, Public Administration, Urban Planning, or related field plus five, (5) years experience in managing and directing a complex organization. Minimum of five (5) years supervisory experience.

Licenses and Certifications Required:

None required.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.